



Funds and Investment Policy

A. Purpose

The objective of this policy is to define and establish procedures for both restricted and unrestricted operating funds, permitting Rogue Valley Genealogical Society (RVGS) to operate in a financially responsible manner.

B. Fund Definitions

1. The primary **operating funds** for RVGS shall be maintained in a checking account in a bank selected by the Board of Directors. General operating expenses shall be paid from this account. Funds for this account shall come from membership dues, annual fund drive donations, income from programs, income from services, etc.
2. **Temporarily restricted funds** are defined as any reserve of money that can only be used for specific purposes as defined by the donor(s) or the Board of Directors. All such funds shall be deposited into a savings account and not be commingled with general operating funds or reserves and shall be delineated by specific purpose in QuickBooks. As restricted funds are expended, the money shall be transferred from the savings account to the checking account.
3. **Unrestricted operating reserves** shall be maintained in a separate savings account. RVGS will maintain operating reserves of not less than 3 months (minimum) and not more than 6 months (maximum) of the annual budget. Cash in these reserves may be used to keep the library open in difficult economic situations or to take advantage of program opportunities. Any spending of the operating reserve must be approved in advance by the Board of Directors. Funds in excess of the desired level may be transferred to another fund, invested or expended throughout the year, by decision of the Board of Directors.

C. Investment

All investment of funds shall be at the direction of the Board of Directors. Since capital preservation and liquidity are the objectives for the investment of the temporarily restricted funds and/or the unrestricted operating reserve, any portfolio shall have a short-term focus. Maturity for each investment should be no more than 18 months, with the majority of the portfolio maturing in no more than 90-day intervals, unless the Board of Directors approves otherwise.

Permissible investments for the portfolio at this time are:

Adopted: Jun 2010
Rev: 8 March 2010
Rev: 14 Jun 2010
Rev: Nov 2015
Rev: Oct 2016

1. **Money Market Funds:** These funds should be available upon demand, must be with a financial institution that is insured and must not exceed the insured limit at the institution.
2. **Certificates of Deposit:** These funds should be issued by financial institutions that are insured by the FDIC and must not exceed the insured limit.
3. **U.S. Government Obligations:** A laddered portfolio of U.S. Treasury Notes may be considered if the expense of purchase and interest rate are favorable.

D. Authorization

A resolution of the Board shall authorize the Treasurer to implement this policy.

E. Responsibilities

The ultimate responsibility for investment oversight resides with the Board of Directors. The Finance Committee shall monitor this policy, report and make recommendations to the Board.

This policy shall be reviewed annually and amended as needed given current economic and financial conditions.